

## DEMOCRACY COMMISSION SMALL GRANTS APPLICATION FORM

Please fill out the application form in English and Russian, giving short, clear answers to all questions. Any application not filled out completely will not be considered.

Proposals can be submitted in person or sent to the Public Affairs Section of the U. S. Embassy in Kyrgyzstan at: 171 Prospect Mira, 720016 Bishkek, Kyrgyzstan  
Tel.: (312) 551 241 - 4576 (extension); fax: (3312) 551 260;  
E-mail: [AltybaevaAK@state.gov](mailto:AltybaevaAK@state.gov) and [ZhumashukurovAZ@state.gov](mailto:ZhumashukurovAZ@state.gov)

DUNS number (if you have one)	
Name of organization	
Head of organization	
Director of project (name and title, please attach background and CV of the people who will be engaged in the project)	
Address	
Tel/Fax/E-mail/Web site:	
Status of organization (date, place and registration number, please enclose a copy of the registration paper)	
Title of project and brief summary (no more than 2-3 sentences)	
Project length (can not exceed 1 year)	
Amount requested (maximum \$24,000)	
Have you or do you plan to submit this proposal to other organizations? If so, which organizations (address; telephone number)?	
List of grants received in three past years (title of project, name of donor)	

To complete your application, submit a narrative providing information about the following:

### **1. ORGANIZATION DESCRIPTION**

(no more than one page)

- Brief description of your organization's purpose, experience and future plans.
- Main results and achievements of your organization.
- Basic sources of funding.
- Brief description of past experience which your organization has had working with grants.

### **2. PROJECT DESCRIPTION AND JUSTIFICATION**

(no more than two pages)

- Problem statement/Justification: why is project necessary?
- Project description: what will project do? What will the Democracy Commission grant fund?
- Project plans: describe the main steps to be taken, list concrete actions, sequence and duration.
- Evaluation: describe expected positive results. How will effectiveness of the project be measured? What form of reporting will be submitted to all the Democracy Commission to measure the success of the project?

### **3. FINANCING AND EXPENSES**

(no more than two pages)

- DC grants may cover all or only part of the proposed activity
- DC grants will not cover on-going salaries, professional fees nor on-going operational expenses (furniture, utilities, communication expenses, office rental, car and building purchase etc). Salaries, overhead, equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salary or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. While salary expenses are permissible for indigenous personnel, payment of honoraria and other expenses for foreign experts will be reviewed on a case-by-case basis.
- Democracy Commission funds should not be used to pay for travel to the U.S. or for travel grants. Projects involving regional travel will be considered on a case-by-case basis, and must have a clear justification outlining why the travel is integral to the project.
- Democracy Commission funds should not be used to provide direct social services to populations.
- Democracy Commission funds should not be used for food expenses. When these costs cannot be supported otherwise they should be clearly justified and limited to a maximum of 10% of the total award amount. This includes expenses associated with individual per diems for grant-related activities. Alcohol and entertainment costs are not allowable expenses.
- Proposals which request any equipment must include current price lists from at least three different local, authorized vendors with a rationale for the intended purchase.

Equipment bought with DC grant money can only be procured locally. Any request for computer equipment must include the procurement of original, not pirated, software. Any equipment, which is procured by a DC grant, is loaned to the NGO and remains the property of the US Embassy for a minimum of three years. This is to ensure that equipment will not be used for personal matters and that equipment will be returned to the US Embassy should the NGO cease its activities. At the end of three years DC will review the work of the NGO to determine whether 1) the loan will be extended, 2) the equipment will be given permanently to the NGO or 3) the equipment will be returned to the US Embassy.

- Please provide budget break-down listing all project-related expenses, indicating whether they will be covered by Democracy Funds or other financing:  
In order to be sure that the DC understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined. The budget should be calculated in U.S. dollars (total should be rounded to the nearest dollar) and must be clearly linked to project activities in the proposal narrative. Budgets should show cost sharing by the organization (including in-kind contribution) and third-party contributors.

Budget table sample:

No.	Budget item description	Organization input	Other organization input	Amount Requested	Total amount
1.					
2.					
3.					
	Total:				

- Justification/explanatory for each expenditure: the budget narrative should follow the actual budget presentation itself and describe in some details the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. For example:
  - Salary: Position, name: amount in \$ per month x % of work time in the project x number of months or Position, name: amount in \$ per hour/event x number of hours/events
  - Lodging: two day conference in (location) for 30 participants at \$20/person
  - Publication: price per 1 copy x number of copies
- The grant recipient must turn in receipts for purchases and a report on its activities in a timely manner. Failure to turn in receipts and a report will preclude the grantee from receiving any future US Government assistance